The Equipment Replacement Process using the Army Food Management Information System (AFMIS)

"Making the system work for you"
A Step-by-Step Process

LESSON 2 – Setting up Equipment Records for Budgeting

Step One: (Setting Up Design Specifications)

This next step in the Equipment Replacement Process will aide the IFA in budgeting for the replacement of equipment on the installation, and will ensure dining facility records are accurate prior to the budget process. It will also aide the dining facility when planning for, or reviewing, equipment authorizations for their facilities.

On the Authorization Table (discussed in Lesson 1), a dining facility may be allowed one dishwashing machine based on its Design Capacity; however, they may have two dishwashing areas in the facility. To ensure the dining facilities allowances for equipment is accurate, the IFA must set the Basis of Issue for each building on the installation.

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Select Dining Facility Design Specification (option E) to assign a Basis of Issue to a specific Dining Facility.
- Either type in, or select (F5), a building number to work on.
- The next screen will display the dining facilities Activity Code, Name, and current Design Capacity and Design Era Code (if previously assigned).

The information you enter or update here is used by the system when various Equipment Reports are printed (discussed in Lesson 3). Ensure each entry is accurate for the dining facility you are updating.

- Type in, or leave as is, the Design Capacity for that building.
- Next, type in, select (F5), or leave as is, the Design Era Code.
- After pressing enter, the Basis of Issue information is displayed.
- Type in the Number of Areas that are in the Dining Facility.

Dining Facilities Allowances will be based on the information you enter here. Ensure you accurately assign the correct number of areas that each dining facility on the installation has in its building.

Step Two: (Ensuring Equipment Records are Accurate)

When dining facility records are found to be inaccurate, the IFA has the capability to add records, update current records, delete records, or transfer records prior to printing budget reports. It is the responsibility of the Senior Food Operations Sergeant (SFOS) or Dining Facility Manager to ensure their records are up-to-date; however, there may be times when the IFA must access these records and make changes before he or she begins budgeting for replacement.

NOTE: Information about a Dining Facilities Equipment can be obtained through the IFA module by selecting and printing, a single dining facilities records (discussed in Lesson 3).

To begin the process of adding, updating, or deleting dining facility records, follow the steps below:

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Next, select Inventory (option C).
- Type in, or select (F5) a building number to access that dining facilities records.
- Next, select the type of equipment to add, update, or delete. Select either Electrical or Mechanical Equipment (option A), or Other Equipment (option B).

The type of Equipment on the system was determined by the IFA when the Authorization Tables where built (discussed in Lesson 1).

If the Other Equipment option (option B) is selected, then a list of available equipment on the system, and the number on hand in the dining facility, is displayed. Update these records as needed.

- Select Electrical and Mechanical Equipment (option A).
- Next, select either Add or Modify Equipment Records (option A), or Delete Equipment Records (option B).

NOTE: Serial Numbers are required to access equipment using the above options. Again, information about Dining Facilities Equipment can be obtained through the IFA module by selecting and printing a single dining facility record (discussed in Lesson 3). When deleting equipment, ensure that this equipment is no longer needed on the system or by the dining facility – it has in fact been turned in.

- After selecting Add or Modify Equipment (option A), you will be required to enter in a Serial Number.
- After pressing enter, the system will verify that this serial number exists, and will then display information entered in by the SFOS or Dining Facility Manager.
- Add, update, or remove information from this record as needed.

▪ The NEW LOCATION area is reserved for equipment that has transferred from one building to another (from one Dining Facility to another). Use this data entry area for this purpose ONLY. Enter in the building number that received the equipment.

Step Three: (Verifying Records Access and Accuracy)

Accurate Equipment Records will ensure that information displayed on Budget Reports is useful information for the replacement of dining facility equipment on the installation. To verify that dining facilities can access and enter in equipment records, follow the steps above to access a building's Electrical and Mechanical or Other Equipment.

▪ For Electrical and Mechanical Equipment, leave the Serial Number blank and press enter.
▪ Type in an established NSN to view information entered into the system earlier. Entering a NSN will display the LIN, Item Name, and Life Expectancy if you assigned one.
▪ Or, type in an established LIN. Entering a LIN will only display the Item Name if no NSN has been assigned to the LIN.
▪ DO NOT save this record. Instead, press the delete key and exit from this process. You are only verifying that dining facilities can use the information you built into the system.

In the next lesson, Lesson 3, we will discuss the various Equipment and Budget Reports available to the Installation Food Advisor. In order to accurately use these reports however, the IFA should to follow the steps outlined in this lesson, and in Lesson 1.